EMPLOYMENT OPPORTUNITY
MISSISSIPPI DEPARTMENT OF EDUCATION
359 North West Street
P. O. Box 771
Jackson, Mississippi 39205-0771
Hinds County
POSITION ANNOUNCEMENT
ACCOUNTANT/AUDITOR III, PROFESSIONAL
NON-STATE, TIME-LIMITED position
OFFICE OF ACCOUNTING

Starting Salary: $45,324.12

The Mississippi Department of Education (MDE) is seeking an Accountant/Auditor III, Professional for the Office of Accounting.

SPECIAL QUALIFICATIONS:
- Experience in account reconciliations, journal entries, and preparation of year end GAAP (Generally Accepted Accounting Principles) package. Experience in MAGIC (Mississippi's Accountability System for Government Information and Collaboration).

CHARACTERISTICS OF WORK:
This is professional accounting and auditing work. Accounting functions which may be performed by an incumbent in this position include: the maintenance of various accounting ledgers reflecting a variety of funds; the maintenance of controls and balances on a variety of accounting activities; and the preparation of fiscal statements and reports from various sources. Auditing functions which may be performed by an incumbent in this position include: analyses of accounts, transactions, contracts, and testing of transactions for compliance with established laws, rules, and regulations. Further, the incumbent may conduct and/or participate in analyses of department accounting functions to determine the legality of fiscal activities and the effectiveness of accounting systems. Also, the incumbent may be responsible for directing or assisting in directing the disbursement of agency funds in accordance with approved policies and procedures; acting as fiscal advisor to agency administrators; and representing the agency at various fiscal meetings. In addition to thorough grounding in principles of accounting and standards of auditing, the incumbent should develop knowledge of state and federal laws in relation to financial administration and familiarity with various accounting systems in the agencies' accounting procedures that may provide more efficient operation and better internal control. Work is performed in accordance with established regulations, procedures, and administrative directives and under the direction of an administrative superior, accountant, or auditor of a higher classification. Supervision may be exercised over subordinate accountants or auditors, accounting clerks or other clerical personnel. The primary difference from an Accountant/Auditor II, Professional is the increased magnitude of the operation, together with the complexity and increased budget, size of the agency, and increased relationships. Incumbents in this classification may function as the administrative head of a small-sized accounting division or as the assistant to the administrative head of the fiscal division of a moderate-sized accounting division.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:
One (1) year of successful performance as an Accountant/Auditor II, Professional;

OR

A Bachelor's Degree from an accredited four-year college or university in accounting; AND three (3) years of experience in work related to the described duties.

OR

A Bachelor's Degree from an accredited four-year college or university with a minimum of 24 hours of accounting; AND three (3) years of experience in work related to the described duties.

Required Document:
Applicant must attach a valid copy of their transcript to verify required course work.

Substitution Statement:
Licensed as a Certified Public Accountant (CPA) by the MS State Board of Public Accountants may be substituted for two (2) years of the required general or managerial experience. Certification by the Institute of Internal Auditors as a Certified Internal Auditor may be substituted for one (1) year of the required general or managerial experience.

Applicants for the position should apply online at www.mspb.ms.gov. (To inquire about this position, please contact Sheila Franklin-Buie at sfbuie@mdek12.org.)

The deadline for application submission is May 14, 2021. Applicants selected for an interview will be contacted by phone.

(Mississippi Department of Education is an Equal Opportunity Employer)